

LECTURE CHECKLIST

Once you have secured a venue for your lecture make sure you understand the following:
(Choose the questions that are applicable to your project and the venue)

LECTURE CHECKLIST FORM

- Date and time for the lecture:
- Venue location:
- Who is the main contact person for the venue?
- What is the honorarium or artist's fee?:
- When can you sign the contract?
- Who is your audience?
- How long are you expected to talk?
- Is the venue set up for questions from the audience? If so, will the venue provide a moderator?
- What are the responsibilities of the venue or gallery?
- What are your responsibilities as the artist?

LECTURE CHECKLIST, con't

- What are the particular issues or artwork the venue expects you to present?
- Is there a stage or lectern?
- Microphone or amplification?
- Does the venue have an emailing list for announcements?
- Who designs and mails the announcement?
- If the venue does, what is the deadline for information from the artist?
- How many invitations will you receive as the artist?
- What is the deadline for information needed for the press release and other publicity?
- What equipment and technical support is available?
- Is there back-up equipment?